



Transportation  
Security  
Administration

OFFICE OF FINANCE AND ADMINISTRATION  
Financial Management

TSA MANAGEMENT DIRECTIVE No. 1000.9  
OFFICIAL RECEPTION AND REPRESENTATION FUNDS

*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.*

**REVISION:** This revised directive supersedes TSA MD 1000.9, *Official Reception and Representation Funds*, dated May 27, 2015.

**SUMMARY OF CHANGES:** Section 5, Responsibilities, added Office of Finance and Administration (OFA) and placed the responsibilities of the Budget and Performance Division and Financial Management Division under OFA; Section 7, Procedures, updated and added administrative updates for clarification.

- 1. PURPOSE:** This directive provides TSA policy and procedures governing the use of and accounting for Official Reception and Representation (ORR) funds, which are appropriated by Congress for the Office of the Administrator.
- 2. SCOPE:** This directive applies to all TSA organizational elements and employees.
- 3. AUTHORITIES:**
  - A. 22 U.S.C. § 2694 - Limitations on the Purchase of Gifts for Foreign Individuals: Report to the Speaker of the House and Chairman of the Committee on Foreign Relations of the Senate
  - B. 41 C.F.R. § 102-42 - Utilization, Donation, and Disposal of Foreign Gifts and Decorations
  - C. Annual Department of Homeland Security (DHS) Appropriations Act
  - D. [DHS Chief Financial Officer \(CFO\) Financial Management Policy Manual \(FMPM\) Chapter 2: Planning, Budgeting, and Execution Section 2.9 – Official Reception and Representation Funds](#)
  - E. [DHS CFO FMPM Chapter 3: Financial Management and Accounting Manual Section 3.2, Part 3.2.2, Purchase Card Manual](#)
  - F. [TSA Financial Management Manual \(FMM\) 1.7.9, Reimbursement for Miscellaneous Expenses – Non-Travel](#)
  - G. [TSA Management Directive No. 1000.7, U.S. Debit Card](#)

#### **4. DEFINITIONS:**

- A. Official Reception: An occasion for which the primary purpose is to explain or interpret the programs of TSA. Events may be held in the United States (U.S.) or foreign countries, and may be attended by domestic or foreign officials or others being entertained for official purposes.
- B. Official Representation: Entertainment primarily of foreign dignitaries in a foreign country in connection with the interests of TSA. Representation may also include official entertainment of domestic or foreign officials within or outside the borders of the U.S. where the principal purpose of the event is related to a responsibility or concern of TSA.
- C. Official Reception and Representation Funds (ORR) Funds: Resources used to maintain the standing and prestige of the U.S. by extending official courtesies to various dignitaries, officials, and prominent citizens. Because ORR funds are limited and closely monitored, only the Administrator or his/her delegate may approve ORR expenditures.

#### **5. RESPONSIBILITIES:**

- A. The Administrator or his delegate is responsible for:
  - (1) Approving the expenditure of all ORR Funds; and
  - (2) Delegating approval authority, as deemed appropriate.
- B. The Assistant Administrator for the Office of Finance and Administration (OFA)/Chief Financial and Administrative Officer is responsible for:
  - (1) Approving the expenditure of all ORR Funds, as delegated by the Administrator;
  - (2) Providing oversight of the expenditure of ORR funds;
  - (3) Ensuring internal controls are established to monitor the usage of ORR funds;
  - (4) Acting, in coordination with the Office of Chief Counsel (OCC), on requests for exceptions to policy regarding this directive; and
  - (5) Submitting quarterly expenditure reports of ORR funds to the DHS CFO.
- C. OFA's Division responsibilities are listed below:
  - (1) Budget and Performance Division (BPD) is responsible for:
    - (a) Noting the availability of funds and providing the accounting code for all ORR fund request memoranda;
    - (b) Ensuring related purchases are recorded in the financial system;
    - (c) Reconciling the ORR fund account quarterly; and

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- (d) Maintaining all documentation of ORR fund expenditure requests.
- (2) Financial Management Division (FMD) is responsible for:
  - (a) Issuing debit cards to the program office requesting ORR funds upon receipt of an approved memorandum authorizing the use of the funds and a signed [TSA Form 1007, US Debit Card Request and Agreement](#) acknowledging the rules and regulations related to use of the debit card;
  - (b) Coordinating Automated Standard Application for Payments (ASAP) to the debit card provider with funding requirements, based on approved memorandum authorizing the use of the ORR funds; and
  - (c) Reconciling ASAP payments to cash disbursements recorded in the financial system.
- D. OCC is responsible reviewing all requests for ORR funds for compliance with fiscal law and certifying such requests as appropriate.
- E. Requesting Program Offices are responsible for:
  - (1) Coordinating and routing the approval of the ORR Fund Request Memorandum, and providing the approved memorandum to BPD and FMD;
  - (2) Collecting all receipts for purchases made;
  - (3) Ensuring the safe keeping of the debit card while in use; and
  - (4) Providing copies of all receipts to BPD and FMD upon conclusion of the ORR event (within five working days).
- F. **Office of Global Strategies (OGS) is responsible for** assisting TSA employees with coordination of all foreign engagements.

**6. POLICY:**

- A. For any official function, including the purchase of a gift or memento, ORR funds may not be commingled with or supplemented by funds from any other appropriation.
- B. Authorized uses of ORR funds:
  - (1) Visits by foreign dignitaries and officials:
    - (a) Invitations to foreign dignitaries who visit the U.S. at the expense of TSA, shall be extended only by the Administrator or the Deputy Administrator. Proposals to invite foreign dignitaries to the U.S. will include a planned itinerary and associated costs.

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- (b) Invitations shall be limited to foreign counterparts of the Administrator or the Deputy Administrator, their spouses, and no more than two accompanying staff members, for a period not to exceed ten days.
  - (c) Transportation to and from the Continental U.S. will be the responsibility of the visiting foreign dignitary.
  - (d) When hosting foreign dignitaries, TSA shall normally be responsible for meals, including formal luncheons, dinners and receptions. Meals and official entertainment costs for the night before and the night after the visit may also be paid by TSA when approved in advance.
  - (e) Entertainment may be planned during the official portion of the visit. If provided at TSA's expense, activities shall be limited to one or two events per visit and shall be modest in nature, reflecting a level of hospitality that the typical American host, whose rank and position are equal to that of the foreign dignitary, would provide a special guest during a visit in his or her residence.
  - (f) U.S. Government personnel traveling with the official party shall be limited to the number necessary to provide escort, interpreting, security, or other essential services that may be necessary to accomplish the purpose of the visit.
  - (g) At the discretion of the Administrator, senior foreign dignitaries who are not invited guests of TSA may be hosted in accordance with the guidance set forth in this management directive.
- (2) Visits by citizens of the U.S.:
- (a) Official courtesies may be offered to Federal, State, and local dignitaries and officials, such as the President and the Vice President of the U.S., members of the Cabinet, members of the legislative and/or judicial branches of the U.S. Government, and professional staff of Congress, governors of states, mayors of cities, citizens' committees, and other distinguished or prominent citizens who have made a substantial contribution to the nation or TSA.
  - (b) Members of the news media may also be offered official courtesies on certain occasions when authorized by the Administrator or the Deputy Administrator.
- NOTE:** Use of ORR funds for routine business meetings is prohibited.
- (c) Official courtesies may include the cost of luncheons, dinners, receptions, mementos, and participation expenses at TSA-sponsored events. The Administrator, with specific justification, may approve other expenses.
- (3) Other authorized uses of ORR funds include:
- (a) Decorations for the officially hosted function (normally table centerpiece floral arrangements);

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- (b) Reasonable gratuities for services rendered by non-government personnel;
  - (c) Official communications that are made by government escort officers or interpreters related directly to the official visit;
  - (d) Entertainment specifically authorized in advance and only when the highest levels of host country officials are present. Entertainment expenses may include activities such as, theater, sporting activities or events, concerts, and sightseeing tours;
  - (e) Taxi services and rental vehicle fees when government transportation is not provided;
  - (f) Fees for traveler's checks to support the visit or function; and
  - (g) Gifts and mementos (see guidance below).
- (4) Gift and memento purchases using ORR funds:

The annual DHS Appropriations Act should be reviewed to verify restrictions placed on the purchase of gifts and mementos with ORR funds.

- (a) Gifts and mementos must be made in the U.S.
- (b) The aggregate cost of the gift or memento presented by the TSA official to an authorized guest at the official function may not exceed the agency current policy limit of \$390.00, which is based on the currently established "minimal value" established by GSA.
- (c) Examples of acceptable gifts or mementos are plaques, books, commemorative items related to TSA, or other items embossed with the TSA logo. Because gifts are from TSA, items should not be personalized with the name of the presenter. The costs of wrapping paper and ribbon/bows used to prepare the gift for presentation may also be purchased with ORR funds.
- (d) The gift or memento must be presented to the visiting dignitary, not to the spouse.
- (e) The bulk purchase of gifts at the end of the fiscal year is not permissible unless the purchase can be justified due to a necessary lead-time or current needs.
- (f) Other TSA officials may present ORR gifts and mementos only in exceptional circumstances and only when specifically authorized to do so by the Administrator or the Deputy Administrator. The requesting office must include a statement within the ORR memorandum requesting authorization to present ORR gifts and/or mementos as the result of a special circumstance.

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(5) Invited Guests and Established Ratios:

- (a) Since ORR funds are specifically established to ensure that representation relationships are established and maintained primarily with host country officials and private citizens, the guest lists for representation events must meet the minimum guest ratio guidelines listed below. For purposes of guest ratios, all DHS officials and their spouses, when appropriate, are accounted for as TSA employees.
- (b) A detailed list of proposed attendees must be provided during the approval process. The list must specifically identify DHS/TSA employees separately from invited dignitaries and other guests. This list must be finalized after the event to disclose the names of those who actually attended.
- (c) The desired ratio of DHS/TSA employees (including their spouses (when appropriate)) to authorized guests are as follows:
  - (i) For events with fewer than 30 persons, a minimum of approximately 20 percent of invited guests expected to attend should be honored or distinguished guests and members of their party and 80 percent should be DHS/TSA personnel.
  - (ii) For events with 30 persons or more, a minimum of approximately 30 percent of the invited guests expected to attend should be honored or distinguished guests and members of their party and 70 percent should be DHS/TSA personnel.
  - (iii) Spouses of DHS/TSA employees may be included in the official representation event when the spouses of authorized guests are invited and expected to attend, and the authorized host determines that attendance of DHS/TSA spouses is appropriate and desirable under the circumstances. When DHS/TSA spouses are authorized to attend, they are counted as "TSA employees" for purposes of the attendance ratios, above.
  - (iv) For events attended by a large number of DHS/TSA employees in excess of the desired ratios, only those DHS/TSA employees actively participating in hosting the event, or required to attend by virtue of their position, shall be considered part of the official party. All other DHS/TSA employees in attendance shall not benefit from the use of ORR funds, but will pay a pro rata share of event expenses. At all times, the desired ratios shall be maintained, unless specifically authorized by the Administrator or the Deputy Administrator.

C. Unauthorized Uses of ORR Funds:

ORR Funds may not be used for the following items:

- (1) Articles of clothing (e.g., t-shirts, jackets, ties, golf shirts);

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- (2) Sports equipment (e.g., golf clubs, tennis rackets, baseball bats);
- (3) Personal items (e.g., toiletries, cigarettes, hair and beauty care, shoe shines);
- (4) Holiday or greeting cards;
- (5) Gifts for DHS officials;
- (6) Reception and similar expenses in connection with a retirement or departure ceremony, except those specifically approved in advance by the DHS Secretary;
- (7) Payment of membership fees or dues;
- (8) Salary, travel, or transportation of TSA employees;
- (9) Guest telephone bills; and/or
- (10) Meals at professional meetings when the primary beneficiaries are DHS/TSA employees.

**7. PROCEDURES:**

A. Processing a request to use ORR Funds for an official function or for the purchase of gifts/mementos:

- (1) The requestor will complete a memorandum in the format provided in Attachment A. The memorandum must provide the following information:
  - (a) The nature and purpose of the official function and, as appropriate, details on the gift/memento to be presented.
  - (b) The name and title of the dignitary/recipient. If a foreign dignitary, the country must be included.
  - (c) The date and location of the official function and, as appropriate, the date and circumstances surrounding presentation of the gift/memento.
  - (d) A listing of invited DHS/TSA employees and guests including DHS/TSA employees on TDY. The names and titles must be included.
  - (e) The anticipated amount of ORR funds needed (the cost of any gift/memento must be identified separately).

**NOTE:** If the event is a foreign engagement, the requesting office will indicate in the memo that OGS was notified.

- (2) The requesting office will forward the completed memorandum to OCC for review and determination on the legality of the expenditure and forward the approved memorandum to BPD.

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- (3) BPD will ensure funding is available.
- (4) If funding is available, BPD will annotate the ORR accounting code and sign the memorandum. BPD will forward the annotated memorandum to the TSA CFO for review.
- (5) The method of payment most frequently used is the debit card.

**NOTE:** In cases where the employee has paid for goods or services directly, the requestor should submit all vendor invoices as attachments to the Standard Form (SF)-1164, *Claim for Reimbursement for Expenditures on Official Business*. For guidance, please refer to [TSA FMM 1.7.9, Reimbursement for Miscellaneous Expenses – Non-Travel](#).

- (6) Copies of the SF-1164 and receipts will be forwarded to the BPD.
  - (7) If all criteria are met, the requesting office will forward the coordinated memorandum to TSA CFO for approval as appropriate.
  - (8) If approved, the Office of the Administrator will send the memorandum to the requestor. The requestor will forward a copy of the signed memorandum to BPD and FMD.
  - (9) The requestor will contact the FMD Accounting Branch (AB) to request temporary use of the debit card for ORR requests.
  - (10) Upon receipt of the approved memorandum authorizing the use of the funds and a signed [TSA Form 1007, US Debit Card Request and Agreement](#) acknowledging the rules and regulations related to use of the debit card, FMD AB will send the request to the U.S. Coast Guard Finance Center (FINCEN) to coordinate an ASAP payment to the debit card provider in the amount of the approved funding request.
  - (11) Upon confirmation that FINCEN processed the ASAP payment, FMD AB will provide an ORR-use debit card to the requestor.
  - (12) The requestor will return the debit card to the FMD AB within two business days of the event (or of the conclusion of foreign travel), along with copies of receipts of expenditures.
  - (13) FMD reconciles the ASAP payment to the related cash disbursement recorded in financial system.
- B. Quarterly reporting requirements as prescribed in the report accompanying DHS Appropriations Act:
- (1) BPD will perform a quarterly reconciliation of the ORR fund.



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(2) BPD will prepare a quarterly report on expenditures and available balance for the TSA CFO.

(3) TSA CFO will submit the quarterly report to the DHS CFO.

**8. APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

*Signed*

*September 12, 2017*

\_\_\_\_\_  
Pat A. Rose, Jr  
Assistant Administrator/Chief Financial and  
Administrative Officer for  
Finance and Administration

\_\_\_\_\_  
Date

**EFFECTIVE**

\_\_\_\_\_  
Date

Distribution: Assistant Administrators and equivalents, Managers and  
Supervisors, BMO Directors and MD POCs  
Point-of-Contact: FMD Financial Policy and Travel Branch  
[TSAFinancialPolicy@tsa.dhs.gov](mailto:TSAFinancialPolicy@tsa.dhs.gov)

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**[Letterhead]**

**ACTION**

*[Date of request]*

MEMORANDUM FOR:      Name  
                                 Administrator or Acting Administrator

THROUGH:                Name  
                                 Special Counselor  
                                 Office of Special Counselor

FROM:                     *[Requester]*

SUBJECT:                 Request for Official Reception and Representation (ORR)  
Funds

**Purpose**

This memo requests approval to use official reception and representation (ORR) funds.

**Background**

*This section provides a brief summary of nature and purpose of the official event, or gift/memento to be funded. Include, at a minimum, the following information:*

- (a) The nature and purpose of the function, or the reason for a gift;*
- (b) The name and title of the dignitary to be hosted (or honored with a gift);*
- (c) The date and location of the function, or a description of the gift/memento to be purchased (to include actual value of the gift);*
- (d) A listing of invited guests, to include designation of DHS/TSA employees. Include the titles and/or status of each invitee. For gifts, describe the nature and location of the gift presentation;*
- (e) The total invited guests and the ratio of DHS/TSA employees (and guests, including spouses) to invited dignitaries (and guests, including spouses); and*
- (f) The amount of ORR funds requested and how the funds will be spent.*

**Discussion**

*[This section provides any additional information the requester believes is important to a full assessment of the request.]* As noted below, the Budget and Performance Division has indicated that ORR funds are available and has provided the ORR Accounting Code. The

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Office of Chief Counsel has no legal objection to the expenditure of ORR funds for this request.

Coordination

Budget and Performance Division: ORR funds are available to support this request. The ORR Accounting Code is \_\_\_\_\_.

_____ Name	_____ Date
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Office of Chief Counsel: OCC has no legal objection to the expenditure of ORR funds for this request.

_____ Name	_____ Date
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Recommendation

*Here, the requester recommends approval for the use of ORR by the Assistant Secretary/Administrator*

Approve _____	Disapprove _____
Modify _____	Needs more discussion _____